CONCORDIA UNIVERSITY

MINUTES OF THE OPEN SESSION
OF THE MEETING OF THE BOARD OF GOVERNORS

Held on Wednesday, December 12, 2001, immediately following the Closed Session, in Room GM 407-1, SGW Campus

Attendance

Present: Mrs. Lillian Vineberg, *Chairwoman*, Dr. Steven Appelbaum, Ms. Barbara Barclay, Ms. Cristelle Basmaji, Ms. Joanne Beaudoin, Mr. Patrice Blais, Mr. Alex Carpini, Dr. June Chaikelson, Mr. Howard Davidson, Dr. Terrill Fancott, Me Pierre Frégeau, *Observer*, Mr. George Hanna, Mr. Peter Kruyt, Mr. Ronald Lawless, Ms. Christine Lengvari, Dr. Loren Lerner, Dr. Frederick Lowy, *Rector and Vice-Chancellor*, Mrs. Hazel Mah, Sister Eileen McIlwaine Ph.D., Mr. John Parisella, *Vice-Chairman,* Mr. Alex G. Potter, Mr. Richard Renaud, *Vice-Chairman*, Mrs. Miriam Roland, Ms. Sabrina Stea, Mr. Ivan Velan, Mrs. Mackie Vadacchino de Massy

Officers of the University: Prof. Marcel Danis, Mr. Michael Di Grappa, Mr. Larry English, Dr. Jack Lightstone

Absent: Mr. Alain Benedetti, Dr. William Byers, Mr. Charles G. Cavell, Me Rita de Santis, Mr. Brian Edwards, Ms. Nicole Fauré, Mr. Leo Goldfarb, Dr. Christine Jourdan, Mrs. Judith Kavanagh, Mr. Paul Kefalas, Mr. Rocci Luppicini, Mr. Eric Molson, *Chancellor*, Mr. Sami Nazzal, Mr. Jacques St-Laurent, Mr. Jonathan Wener

Guests: Me Bram Freedman (Assistant Secretary General and General Counsel), Mr. Garry Milton (Executive Director, Rector's Cabinet)

Documents associated with the Minutes

BG-2001-10-D2	Presentation regarding the Undergraduate National Case Competition
BG-2001-10-D3	Interim Evaluation Procedures for the Director of Libraries
BG-2001-10-D4	Senate recommendation regarding 2001-2002 Capital Budget
BG-2001-10-D5	Senate recommendation regarding 2001-2002 Operating Budget
BG-2001-10-D6	Memo from Dean of Students regarding Media Fund Fee
BG-2001-10-D7	Report of the Rector
BG-2001-10-D8	Report of the Vice-Rector, Institutional Relations and Secretary-General

1. Call to Order

The Open Session was called to order at 8:30 a.m.

1.1 Chairwoman's remarks

Mrs. Vineberg conveyed Season's Greetings to all the members of the Board, expressing her sincere appreciation for their hard work and commitment to the University throughout the year.

1.2 Approval of the Agenda

Upon motion duly moved and seconded (Carpini, Vadacchino de Massy), it was unanimously RESOLVED:

R2001-100 THAT the Agenda be approved as submitted.

1.3 Approval of the Minutes of the Open Session of the previous meeting (November 14, 2001)

Upon motion duly moved and seconded (Appelbaum, Barclay), it was unanimously RESOLVED:

R2001-101 THAT the Minutes of the Open Session of the previous regular meeting of the Board, held on November 14, 2001, be approved.

2. Business arising from the Minutes not included on the agenda

There was no business arising from the Minutes.

3. Undergraduate National Case Competition

Mrs. Vineberg invited Ms. Cristelle Basmaji to comment on this new endeavor. A copy of the presentation had been included in the Board documentation.

Although undergraduate business students have several opportunities to compete in academic competitions throughout the year, none of these competitions caters to all universities in Canada. This prompted Concordia's undergraduate business school student association (CASA) to initiate a truly national academic case competition and, as a result, the Undergraduate National Case Competition (UNCC) was founded.

This event will be hosted annually by the John Molson School of Business (JMSB). The organizers of the MBA Case Competition were consulted and helped out with the logistics of UNCC. Ms. Basmaji informed Governors that the event will take place from February 7 –10, 2002. This constitutes a marvelous opportunity for JMSB to benchmark itself against other business schools and for students to interact amongst themselves as well as with influential members of the business community. Ms. Basmaji then introduced Mr. Harold Fortin, the President of the UNCC organizing committee, who gave details regarding the composition of teams, the preparation and judging of cases, the budget and the sponsorship of the event.

Mrs. Vineberg thanked Ms. Basmaji and Mr. Fortin for their presentation and indicated her support for this terrific initiative.

4. Interim Evaluation procedures for the Director of Libraries

Upon motion duly moved and seconded (Lowy, Renaud), it was unanimously RESOLVED:

R2001-102 *WHEREAS the Rules and Procedures for Senior Administrative Appointments, adopted by the Board of Governors at its meeting of January 17, 2001, provided that interim evaluation for three Deans be adopted in a separate document and that a Task Force be struck to propose permanent procedures for the evaluation of all senior administrators;*

WHEREAS the permanent evaluation procedures have been drafted by the Task Force and are currently being circulated for comments to the Faculty Councils, and eventually go to Senate prior to their presentation to the Board;

WHEREAS the Director of Libraries, whose term is ending in May 2003, has informed the Provost of his intention to seek a second term;

WHEREAS a proposed interim evaluation process, essentially identical to the interim process adopted for the three Deans in February 2001, has been drafted and reviewed by Senate Steering Committee, which hereby recommends its approval by the Board;

THAT the Board of Governors approve the Interim Evaluation Process for the Director of Libraries, as set out in Document BG-2001-10-D3.

5. Approval of the Capital Budget for 2001-2002

Mr. Hanna, Chair of the Budget Committee, reported that the capital allocation for 2001-2002 would be $5,384,000, or $784,000 more that had been expected.

Upon motion duly moved and seconded (Hanna, Lengvari), it was unanimously RESOLVED:

R2001-103 *THAT, on the recommendation of the Budget Committee and of Senate, the Capital Budget for 2001-2002 be approved, as set out in Board Document BG-2001-10-D4.*

6. Approval of the Operating Budget for 2001-2002

Mr. Hanna mentioned that the University had achieved a balanced budget for the 2000-2001 fiscal year. However, he was not pleased that the large deficit incurred by the John Molson School of Business had not been brought to the attention of the Budget Committee nor the Board. Mr. Hanna stressed that such a situation should not re-occur and requested that this be recorded in the Minutes.

Upon motion duly moved and seconded (Hanna, Lengvari), it was unanimously RESOLVED:

R2001-104 *THAT, on the recommendation of the Budget Committee and of Senate, the Operating Budget for 2001-2002 be approved, as set out in Board Document BG-2001-10-D5.*

Mr. English made a Power Point presentation to recapitulate the final results of the 2000-2001 budget and to apprise Governors of the elements of the 2001-2002 budget. He commenced by showing the breakdown of the 2000-2001 revenue and expenses. Mr. English then proceeded to reconcile the 2000-2001 results with the audited financial statements.

A graph concerning the nine-year evolution of the accumulated operating deficit/surplus indicated that the University went from a $35 million deficit in 1992 to a $1 million surplus. Mr. English reviewed the evolution of the accumulated deficits of all Quebec universities from 1985 to 2001, which revealed an accumulated deficit of $236 million for the whole network in 2001. The Chief Financial Officer also discussed the increase in the University's full-time equivalents (FTE's) compared to the Quebec network as well as the fluctuation in the Province's operating grant.

The University's 2001-2002 budget amounts to $223 million. Mr. English reviewed the revenue and expense components of the budget as well as the sources and allocation of the budget. He then informed the Board that in late November the Quebec Government had announced changes regarding the funding formula, more specifically modifications to the weighting system. If implemented, the current weighting system, comprised of 11 categories, would shrink to six. Since three of those six categories are related to medical disciplines, Concordia would have to fit into three categories and would suffer serious financial consequences as a result thereof. A table was produced that showed the impact of the proposed weighting changes for Concordia as well as the other Quebec

universities. None of the universities are pleased with the proposed modifications, and as a result, the chief financial officers of all the universities have unanimously agreed to propose the setting up of a joint MEQ-CREPUQ committee to put forward a new weighting grid and develop a new formula based on transparency, fairness and equity to meet the needs of all universities.

A discussion ensued at which time Mr. English, Dr. Lightstone and Dr. Lowy responded to Governors' questions and concerns.

7. Broadcast media fund fee

Upon motion duly moved and seconded (Blais, Stea), it was unanimously RESOLVED:

R2001-105 *WHEREAS pursuant to a recent CSU referendum, undergraduate students voted in favor of decreasing the existing Media Fund from $0.15 per credit to $0.13 per credit to benefit primarily CUTV, CJLO and the Amateur Radio Club, and secondarily, to benefit non-academic clubs;*

THAT, effective with the Winter term of 2002 (2001/4), the Board of Governors authorizes the University to discontinue the collection of the current Broadcast Media Fund fee of $0.15 per credit;

THAT the Board of Governors authorize the University to collect a fee of $0.13 per credit for the Broadcast Media Fund, indexed annually to the CPI index for the City of Montreal, from all undergraduate students, to be implemented with registration for the Winter term of 2002 (2001/4).

8. Progress report from the Advisory Search Committee for the Dean of Graduate Studies and Research

Dr. Lightstone apprised the meeting of the Board's decision, taken in Closed Session, to extend the search and amend the profile of the position to focus on graduate studies, since the University is leaning towards creating a senior research office position. As a result, the search is extended for a Dean of Graduate Studies.

9. Reports on Concordia's compliance with certain legal obligations

9.1 Report on compliance with fiscal requirements

Chief Financial Officer Larry English reported that, upon review, he had concluded that appropriate procedures were being applied in the computation and remittance of taxes withheld from employees, employers' contributions, and GST and QST claims. Mr. English specified that the University had complied with its statutory obligations: (i) in

the area of employee and employer remittances under federal and provincial tax legislation, for the period from September 1, 2001 to November 30, 2001 inclusive; and (ii) with regard to the Federal Goods and Services Tax and the Québec Sales Tax, the University had claimed rebates (net of amounts payable) for the period from August 1, 2001 to October 31, 2001 inclusive.

Mr. English stated that the University's procedures had ensured full compliance with statutory fiscal obligations.

9.2 Report on compliance with environmental legislation and health and safety regulations

In an isolated incident, thirty-seven students had fallen ill after having ingested food at the Loyola cafeteria but all had recovered within 24 hours. Public health officials were called in to investigate and to assist with case management. On a more positive note, Mr. Di Grappa informed the Board that the CSST assessment rates had decreased for the sixth year in a row, down by 2 ¢ in 2001, and that Concordia was well below the rates of other universities.

A complete summary of the *Quarterly environmental health and safety report on due diligence* had been deposited with the Secretary of the Board.

10. Report of the Rector

A written report had been sent out with the mailing. Dr. Lowy mentioned that the results of the student elections were now known.

Although Finance Minister Paul Martin's budget is favorable to research-intensive universities, Concordia will nevertheless reap benefits. The Federal Government has been increasing funding to the three granting councils to pay for the direct costs of research. However, the indirect costs of research are usually not funded. In 2001, the Government will be injecting a one-time amount of $220 million to pay for said costs. Nonetheless, universities have asked the Government to match the current US rate which is 40% of the indirect costs of research.

11. Reports of the Vice-Rectors

11.1 Provost and Vice-Rector, Research

The Provost had three items to report on:

1) The academic planning process is making headway. The Faculties had been mandated to provide progress reports on their objectives in accordance with the

four themes set out in the academic plan. So far, all have done so and the planning process is on target.

2) The quotas under the Canada Research Chairs are adjusted annually. While most other universities have lost some chairs last year, Concordia's quota increased from 21 to 22 chairs.

3) At its meeting of November 30, 2001, Senate approved the curriculum for the two programs under the Loyola International College. In all likelihood, students should be entering these programs in January 2003. The projected intake is about 50 students per annum.

11.2 Vice-Rector, Services

Mr. Di Grappa informed the Board of the departure of Ms. Lynne Prendergast, who had been employed at the University since 1964. She had held various positions over the years, and most recently had been the University Registrar. Mr. Di Grappa thanked Ms. Prendergrast for her loyalty, professionalism and hard work. On behalf of the Board of Governors, the Chairwoman reiterated those sentiments and wished Ms. Prendergast the best of luck in her new endeavors. Mr. Di Grappa pointed out that Ms. Linda Healey has been appointed Interim Registrar.

11.3 Vice-Rector, Institutional Relations and Secretary-General

Prof. Danis has nothing to add to his written report which had been included in the Board mailing.

In response to a question by Mr. Blais regarding the status of *Concordia's Thursday Report*, Prof. Danis indicated that it is the community newspaper of the University, published by the Public Relations Department.

Prof. Danis asked Mr. Blais if any of the CSU representatives on the Board of Governors would resign to allow the new CSU President to sit on the Board. Mr. Blais indicated that such was not his intention but that he would reconsider his decision should the CSU Board of Directors ask him to step down. Mrs. Vineberg expressed her wish that the CSU President, who is elected by the majority of the students, should have a seat on the Board of Governors.

11.4 Chief Financial Officer

Mr. English had nothing further to report.

12. Correspondence

There was no correspondence to report.

13. Any other business

There was no other business to come before the Board.

14. Date of next meeting

Mrs. Vineberg asked Governors to take note that the next meeting would be held on January 23, 2002, at 8 a.m., on the SGW Campus, in Room GM 407-1.

15. Adjournment

The Open Session adjourned at 10:00 a.m.

Submitted by Danielle Tessier, Secretary of the Board of Governors and Senate, for approval by the Board at its meeting of January 23, 2002.